

DEPARTMENT OF THE ARMY  
U.S. Army Medical Department Center and School  
Fort Sam Houston, Texas 78234-6100

MEMORANDUM  
Number 190-40

23 December 1991

Military Police  
SERIOUS INCIDENT REPORTING

1. PURPOSE. To prescribe policies and procedures for the supervision and enforcement of the U.S. Army Serious Incident Reporting System.
2. APPLICABILITY. This Memorandum applies to all military and civilian supervisors and employees assigned or attached to the U.S. Army Medical Department Center and School (AMEDDC&S).
3. RESPONSIBILITIES.
  - a. Commanders of AMEDDC&S Units/Activities and supervisors of civilian employees are responsible for ensuring that the provisions of AR 190-40 as supplemented by U.S. Army Health Services Command (HSC), are followed by implementing procedures to report all serious incidents (as defined in AR 190-40).
  - b. Chief, Security and Intelligence Branch is responsible for ensuring the Military Police Blotter is reviewed every duty day so as to identify potential serious incidents not reported by commanders/supervisors.
  - c. The Academy Brigade duty Officer is responsible for ensuring the Military Police Blotter is picked up and original copy delivered to the Staff Security NCO before 0700 each duty day.
4. POLICIES AND PROCEDURES.
  - a. In order to ensure accurate and timely information is reported, the following procedures will be followed by unit commanders (duty hours) and the Staff Duty Officer (after duty hours):
    - (1) Telephonic reports will be made on all incident/accident(s) which involves AMEDDC&S personnel (military, dependents or civilian employees) and falls into one of the following categories:

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\*This memorandum supersedes AHS Suppl 1 to Ar 190-40, 7 Jan 83.

a. Category 1 incidents (See AR 190-40) will be reported immediately, but in no case later than 12 hours after learning of the incident.

b. Category 2, 3, and 4 incidents (See AR 190-40 with HSC Suppl 1) will be reported within 24 hours after learning of the incident.

(2) Use HSC Form 104R available through normal supply channels for reporting incidents. An initial telephonic report to the AMEDDC&S Security and Intelligence Branch (duty hours) or the AMEDDC&S Staff Security NCO (after duty hours) will be within the time line in para 1 (a) and (b) above. A written report to the AMEDDC&S Security and Intelligence Branch (HSHA-SPS) will follow within 24 hours of the initial report.

(3) If complete information is not available, a partial report will be made. Follow-up data should be provided telephonically when available.

b. In the event of an after duty hours serious incident/accident, the Staff Duty Officer will inform the following personnel in the order listed.

Military Police desk Sergeant

Appropriate Company Commander

Appropriate Battalion Commander

Brigade Adjutant/S-1

Brigade Commander.

c. HSC Form 104R will be annotated with the name and time notification was accomplished.


d. In those incidents/accidents resulting in death of or severe injury to AMEDDC&S military or civilian personnel, or major fires involving AMEDDC&S property/facilities, the AMEDDC&S Safety Manager will be notified during normal duty hours at extension 16980.

(HSHA-SPS)

FOR THE COMMANDER:

OFFICIAL:

WALTER L. WELLS  
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DANA E. MADISON  
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